



DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

Procurement  
Instruction  
Memorandum  
No. 99-14  
Sep 14, 2000

**MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS**

**FROM:** Corey M. Rindner *Corey M. Rindner*  
Director, Office of Procurement

**SUBJECT:** Treasury Acquisition Management Program Assistance (TAMPA)  
Reviews – REVISION 1

PIM No. 99-14, dated October 25, 1999, has been revised to provide flexibility in determining how review follow-up will be conducted. The revised information is highlighted in paragraph 5.

**1. BACKGROUND:**

The Treasury Acquisition Management Program Assistance (TAMPA) review system combines the Staff Assistance Visit and PMAT methodologies into a new, combined program. TAMPA establishes the framework for gauging the health of the Department of the Treasury's acquisition system. It applies to all Treasury Bureaus/Offices regardless of funding sources or types of commodities procured. The authority for the conduct of these visits is contained in the Treasury Directive (TD) 12-11, paragraph 1a which states, "The Director, Office of Procurement, is responsible for the maintenance and oversight of a Department wide procurement system. . ."

**2. RECISSION:** This PIM rescinds TD P-70-06.E *Handbook for Procurement System Evaluation* dated September 1985.

**3. TYPES OF ASSISTANCE REVIEWS:** TAMPA is comprised of:

- The Acquisition Management Assistance Review (AMAR) which was formerly known as the Staff Assistance Visit. The AMAR is designed to review general process, ensure compliance, share best practices, and identify improvements.
- The Special Assistance Visit Review (SAVR) which is a special issues review that can be requested by the Director, Office of Procurement, or the Bureau Chief Procurement Officer.

- The PMAT model which provides procurement data through self-assessment, and customer and employee surveys.

#### **4. *STRUCTURE OF ASSISTANCE REVIEWS:***

The review team may consist of representatives from OP, OSDBU, or other bureau procurement offices, and other agencies. A team leader will be designated for each review. The size of the team will be commensurate with the scope of the review. Written notification of the review will be provided to the BCPO.

Before the team performs the on-site portion of its review, it will analyze and evaluate available information to determine the scope of the review. The team will consider performance measurement survey results, available procurement data, purchase card reports, electronic commerce survey results, and acquisition forecasts, at a minimum. The length of the reviews will vary based on the type of assistance/review being provided.

The following list includes topics that may be covered by these assistance reviews:

- |                                         |                                                      |
|-----------------------------------------|------------------------------------------------------|
| - Advance Acquisition Planning          | - BPAs Against FSS (IT acquisitions)                 |
| - Bureau Monitoring of Field Offices    | - Use of PMAT Survey Results                         |
| - Commercial Acquisitions               | - Competition                                        |
| - Contract Management                   | - Contractor Performance Evaluations                 |
| - Customer Service and Education        | - Electronic Commerce Initiatives                    |
| - File Documentation                    | - High-Interest Acquisitions                         |
| - Interagency Agreements                | - Internal Controls                                  |
| - Market Research                       | - Office Organization/<br>Workload Distribution      |
| - Performance-Based Service Contracting | - Procurement Administrative Lead Time               |
| - Purchase Card Program                 | - Protests/Disputes/Alternate Disputes<br>Resolution |
| - Ratifications                         | - User Development of IT/EC Tools                    |
| - Staffing/Career Development           |                                                      |

The team will determine the format of the review. It may include a combination of various approaches including group or one-on-one discussions with management, employees, and/or customers, file reviews, and BCPO self-assessments.

The review team will hold an exit briefing with the BCPO and senior management to outline the results of the review. They will acknowledge best practices, recommend possible improvements, and offer Treasury assistance, if needed.

**5. THE REPORT and FOLLOW-UP:**

After the exit briefing, the team will compile a report outlining the results of the review. A draft report will be forwarded to the BCPO for comment, prior to issuing the final report. The BCPO will be given one week to comment on the report. The Treasury Procurement Executive will be the final decision-maker on the contents of the summary report. The final summary report will be forwarded under the signature of the Treasury Procurement Executive to the BCPO, appropriate senior bureau/office managers, and the review team. **The Procurement Executive will specify any required response due date(s).**

**After receipt of the BCPO response, OP will follow-up on bureau/office actions as appropriate, until all recommendations are resolved.** Follow-up may be comprised of periodic phone calls for status, site visits with appropriate bureau personnel, and/or requests for written documentation from the bureau. The OP analysts will exercise discretion in ascertaining the appropriate methods for follow-up, based on the magnitude of the summary report.

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